



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

CEPOH-DE (100)

5 May 2003

COMMANDER'S POLICY MEMORANDUM #9

SUBJECT: Selection of Employees Using Competitive Procedures

1. Purpose and Applicability: This memo establishes how the Honolulu District will select people for vacant positions (permanent, term, and temporary) under competitive procedures. For other hiring actions such as internships and developmental assignments, contact the District Workforce Management Analyst (WMA) for information and procedures. This policy replaces Commander's Policy Memorandum #9, Selection of Employees Using Competitive Procedures, dated 23 September 2002.
2. References:
 - a. ER 690-1-1203, dated 1 August 2001, subject: Corporate Recruitment and Selection.
 - b. ER 690-1-1209, dated 2 July 2001, subject: Filling Positions--Area of Consideration/ Payment of Travel Expenses.
 - c. Memorandum, CEPOD-HR, dated 10 July 2000, subject: Corporate Recruitment and Selection Policy for Supervisory, GS-14 and GS-13 Positions.
 - d. Memorandum, CEPOD-HR, dated 12 August 2002, subject: POD's High Grade Policy.
 - e. DA PAM 690-40 dated 15 June 1987, A Supervisor's Guide to Filling Job Vacancies.
 - f. <http://pacific-cpoc.ak.pac.army.mil/MgrInfo>, Manager's Toolkit
 - g. [ISO Process B.15001.0, Hiring Process](#)
3. Commander's Intent: My intent is that all recruitment and selection actions we conduct in the Honolulu District will be equitable, fair, and result in the selection of the best candidate to fill the vacancy.

CEPOH-DE (100)

SUBJECT: Selection of Employees Using Competitive Procedures

4. Policy: The following policies apply to all recruitment and selection actions in the District in order to ensure a diverse pool of candidates. Request exceptions in writing to the Commander.

a. **Vacancy announcement open times:**

(1) GS-12 and below: Minimum of 14 days.

(2) GS-13 and above: Minimum of 30 days.

b. **Area of consideration for candidates:**

(1) GS-12 and below: Minimum Oahu, Hawaii.

(2) GS-13 and above: Minimum "Army."

(3) Delegated Examining Unit (DEU) may be used for both status and non-status employees, if desired. DEU is a concurrent recruitment system that requires a job analysis and crediting plan be attached to the RPA. See reference f for requirements.

c. **Performance appraisals:** Panel Chairs will request the last performance appraisal (TAPES or similar for other federal branches and non-federal applicants) from all candidates on the "short list." Other selection officials, for whom a selection panel is not convened, may similarly request performance appraisals from applicants as part of the selection process.

d. **Screening Criteria:** Panel members will complete screening criteria before receipt of referral lists. For GS-11 and below, when a panel is not used, the selecting official will complete screening criteria and interview questions before receipt of referral lists. The WMA and/or Equal Employment Opportunity (EEO) officer will review these documents prior to distribution of referral lists.

e. Leaders will ensure WMA and EEO personnel assist and monitor all competitive selections.

f. The Commander is the approving authority for all noncompetitive reassignment actions involving permanent positions GS-12 and above.

g. HQPOD must approve establishment of any new high-grade (GS-14 and above) positions.

CEPOH-DE (100)

SUBJECT: Selection of Employees Using Competitive Procedures

5. Procedures: ISO Process B.15001.0 contains a Guide for Recruitment and Selection of Employees in the Honolulu District, and encompasses the requirements in references a through c.

6. I ask each of you who participate in the selection of employees to give this duty serious attention, in order that we can make Honolulu District ***the best place for the best people to work.***

A handwritten signature in black ink, appearing to read "D.C. Press".

DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

DISTRIBUTION (POH List 03-1):

A